



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

MAY 11, 2012

#47-12

INTERDEPARTMENT VACANCY ANNOUNCEMENT

DEPARTMENT: UTILITIES/ACCOUNTING DEPARTMENT
JOB TITLE: OFFICE CLERK
SALARY: \$12.50 PER HOUR
CLOSING DATE: MAY 18, 2012 AT 5:00 PM

DUTIES: Individual is responsible for applying acquired knowledge and skill in standard office procedures. Work involves the maintaining of customer accounts on a daily basis, filing, answering the phone, and general customer relations. Calculate water usage of customers, enter on a timely basis the information into a computer for invoicing and tracking of payments. Receive calls, handle customer complaints, collect payments and prepare posting (batch) lists for computer posting. Light typing, prepare the work orders for field personnel to perform changes, turn water services on/off, deliver and remove toters for customers, etc.

REQUIREMENTS: A standard high school diploma with courses in office work. Some office experience desirable a plus. Basic data processing knowledge, aptitude in mathematics, ability to communicate with customers in a pleasant manner, and ability to understand oral and written instructions.

APPLY:

COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE DEPARTMENT

26600 MOHAVE ROAD

PARKER, ARIZONA 85344

For Employment Application visit: <http://www.crit-nsn.gov>

INDIAN PREFERENCE: Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise;

C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.